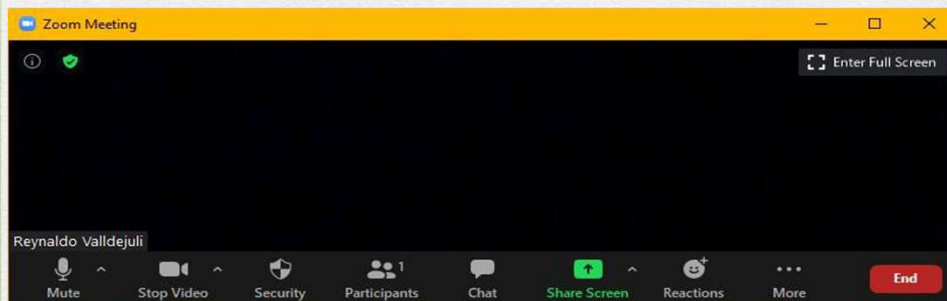


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours

March 3, 2022

Visit the [eScholar Support Page](#) for a copy of the webinar deck

Agenda

- **General Information**
 - Security Coordinators
- **Uniq-ID**
 - Submit new students
 - Retire/Split LASIDs
- **DirectMatch**
 - Statewide matching
 - CEP
 - Address Matching
- **StaffID**
 - EdLink errors
 - Retire/Split StaffIDs

eScholar URLs

Uniq-ID (Student ID): <https://louisianasecureid.escholar.com>

StaffID: <https://louisianastaffid.escholar.com>

DirectMatch: <https://SecureID.la.gov/>

User Guides: [2021-2022 eScholar Uniq-ID User Guide](#)
[2021-2022 eScholar StaffID User Guide](#)
[2021-2022 eScholar DirectMatch User Guide](#)
[2021-22 eScholar DirectMatch Admin Guide Security Management](#)

eScholar Info: [eScholar Support Page](#)

Security Coordinators

- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.) for data managers who are no longer employed in your district
- Complete your DirectMatch account set-up:
 - ability to create/disable accounts or change the account settings for users in your district
- Update the [2021-2022 LEA Contact List](#) (located in the [System Support page](#))
 - Copy/paste your district's data into a new EXCEL sheet
 - Review and edit (add/remove data managers)
 - Send updated EXCEL file to SystemSupport@la.gov



2021-2022 Uniq-ID

eScholar Uniq-ID

- Submit the following students to Uniq-ID for LASID assignment:
 - new students enrolled in your district
 - Under-age students who are submitted to HTS
- Do **NOT** resubmit students who have exited your district

Student EOY submission: **July 8** (snapshot end date)

- Ensure all 12th graders have been submitted to Uniq-ID with the parental consent, SSNs and correct demographics
 - Edit the student's record and update their information
 - Your district must hold the Master record for the current school year (ESSY = 2022)

EdLink Errors – U01, U02, U05

- **Audit Code U01:** LASID is invalid
- **Audit Code U02:** LASID # does not exist in eScholar
- **Audit Code U05:** student's LocalID does not match

Explanation:

- **U01, U02** - Your LEA did not submit this student to eScholar Uniq-ID for the 2021-2022 school year
- **U05** - The student's LocalID submitted to EdLink is different from the LocalID submitted to eScholar for the 2021-2022 school year
 - The LocalID in your local system (Jcampus, PowerSchool, etc.) and the LocalID in Uniq-ID must match.

Solution:

- Submit the student to eScholar Uniq-ID for the current school year (ESSY = 2022).

Retire/Split a LASID

A LASID is retired because a student has more than 1 LASID

- Complete the [RetireID template](#) and email it to Anantha.Lakkakula@la.gov

A LASID is split because it is shared between students

- Complete the [SplitID template](#) and email it to Anantha.Lakkakula@la.gov

LEAs must update the active LASID in:

- Your local system
- All LDOE data systems that use the LASID for the student

Upcoming

- **DRC:**
 - DRC codes the test booklets – uses LASIDs
 - DRC looks at the student's Location Active Flag = 1 (Active) (ESSY = 2022)
 - Master record
 - History record
- **LASID Audit # 4:**
 - LDOE will identify potential duplicate LASIDs
 - LDOE will drop a file into each district's DM-FTP folder on **April 7, 2022**
 - Districts will review the file and make notations if the students are duplicates or two separate students by **April 14, 2022**
 - Districts will update the active LASID in all applicable systems



2021-2022 DirectMatch

DirectMatch Data Uses

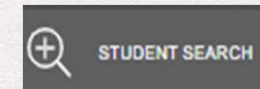
- Identify students' free lunch eligibility
- Report students' lunch status to EDLink
- Economically Disadvantaged (ED) calculations
- Submit Population and Elections Data for Community Eligibility Provision (CEP) program (*April 2022*)



Statewide DirectMatch

February SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching on March 2-4, 2022
 - SNAP batch # **XXXX**; TANF batch # **1882**
 - Districts are responsible for resolving any near matches
 - If you see the message “No results were found” it indicates that your district does not have any near matches to resolve.
 - You may have some matched records to download.
 - Download your SNAP matched records from the Search function



Home > Search Options

Search Options

Identifier :

Match Type :

District :

School :

School Year :

Reset

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts participating in the National School Lunch and School Breakfast Programs.

- CEP allows the highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.
- To be eligible for CEP:
 - the identified student percentage (ISP) as of April 1 must be at least 40%.
 - to be 100% free claiming, the identified student percentage (ISP) as of April 1 would need to be at least 62.5%.

District users identified as CEP managers will have access to the CEP module within DirectMatch in March. FNS staff will provide training (live and recorded).

CEP Manager Access

- LDOE has added the CEP Manager function to:
 - DirectMatch users who are also designated as CEP Managers
 - Created some new CEP Manager accounts (on-going)
 - Check your Inbox (Spam/Junk) folder for an email from eScholar
 - Click on the link in the email
 - You will be asked to create your password and complete your account set-up
 - You will see your 2021-2022 district's data on April 1
 - Email Jayanthi.Sothirajah@la.gov if you do not have access
- CEP training was held on February 22, 2022 [Louisiana Fit Kids - Training Slides](#)
 - [Slide deck](#)
 - [Recording](#)

Address Matching – March 2022


Purpose: Identify DC extended children (siblings or children living in the same household)

Addresses submitted in Uniq-ID are matched against the addresses of the students who were matched to the SNAP file

Use: Matched records will be included in CEP calculations

- LDOE ran the statewide Address matching for all school districts
- District may resolve the near matches
 - the matched records cannot be downloaded
 - be cautious when resolving the near matches
 - Some addresses are apartment buildings with no unit #
 - multiple students at the same address – either same/different last names

Address Matching

- Select the Match Options button 
- Under Match Options, select Address

Match Options

PERSON

ADDRESS

Match Option

Person ID

Upload File

Individual Match

Manual Authorization

District

All Districts

Specific Districts

School

All Schools

Match Type



Reset

Match

Address Matching Access

- If you see a message that you have no records or no access it is because you have not been given the DC Extended access in your DirectMatch account
- Ask your security coordinator to select DC Extended in your account settings
- If you are non-public user, contact Jayanthi.Sothirajah@la.gov or Wanggang.Yang@la.gov

☒ Even Start
☐ DC Extended
☐ ECMedicaid
☐ ECSNAP
☒ Homeless
☒ Migrant
☐ Medicaid
☒ TANF
☒ SNAP
☒ Head Start

DirectMatch Match
Type(s)

Even Start

DC Extended

Homeless

Migrant

TANF










SNAP

Head Start



Please contact Jayanthi.Sothirajah@la.gov with questions.

- The address matching found three potential matches with match scores of 92, 91 and 91 respectively.
- Expand the selection to see the potentially eligible matches

<p>Eligible Address</p> <p>123 Pelican Drive Apt F Bossier City, LA 71111</p>	<p>Matched Address</p> <p>123 Pelican Drive Apt F Bossier City, LA 71111</p>	<p>92% Match Score</p>	<p>Expand the selection</p> <p>1 Students Potentially Eligible</p> <p>  </p>
<p>Eligible Address</p> <p>65 Egret Blvd METAIRIE, LA 70006</p>	<p>Matched Address</p> <p>65 Egret Blvd METAIRIE, LA 70006</p>	<p>91% Match Score</p>	<p>Expand the selection</p> <p>4 Students Potentially Eligible</p> <p>  </p>
<p>Eligible Address</p> <p>21 W. Jay Lane Harvey, LA 70058</p>	<p>Matched Address</p> <p>21 W. Tufted Jay Lane HARVEY, LA 70058</p>	<p>91% Match Score</p>	<p>Expand the selection</p> <p>1 Students Potentially Eligible</p> <p>  </p>

- The eligible address and the matched address are spelled slightly differently
- The apt #, city, state and zip are the same
- Students' last name are the same
- The user will determine if this is the same address or not
- If yes, click on the Match button

Eligible Address

123 Pelican Drive Apt F

Bossier City, LA 71111

Matched Address

123 Pelican Drive Apt F

Bossier City, LA 71111

92%

Match Score

1

Students Potentially Eligible

☐
☐
☒

Matches all students below

Identified Student at Eligible Address





Student Name	District	School	Grade	Gender	DOB	Identified Date
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Male	01/01/2016	09/09/2021


Student(s) Currently Not Identified at Matched Address

Matches only one student at a time


Student Name	District	School	Grade	Gender	DOB	Actions
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Twelfth	Female	12/10/2005	<input type="checkbox"/> <input checked="" type="checkbox"/>



- 21 W. Jay Lane and 21 W. Tufted Jay Lane could be two different streets in the same town
- The user, after confirming the addresses, should click No Match

Eligible Address	Matched Address	Match Score	Students Potentially Eligible	
21 W. Jay Lane Bossier City, LA 71111	21 W. Tufted Jay Lane Bossier City, LA 71111	 91%	1	  




 Identified Student at Eligible Address


Student Name	District	School	Grade	Gender	DOB	Identified Date
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Male	01/01/2016	09/09/2021

 Student(s) Currently Not Identified at Matched Address


Student Name	District	School	Grade	Gender	DOB	Actions
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Twelfth	Female	12/10/2005	 









- Expand the selection to see all 4 potentially eligible matches
- Click Match for one student
- Click No Match for the other students

Eligible Address	Matched Address	Match Score	Students Potentially Eligible	
65 Egret Blvd Walker, LA 70785	65 Egret Blvd Walker, LA 70785	91%	4	  

 Identified Student at Eligible Address

Student Name	District	School	Grade	Gender	DOB	Identified Date
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Female	01/01/2016	07/01/2021

 Student(s) Currently Not Identified at Matched Address

Student Name	District	School	Grade	Gender	DOB	Actions
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	Second	Male	09/01/2015	 
Wendy Warbler (0123456789)	Aviary School District (ABC)	<u>Pelicanus</u> Middle School (ABC002)	Eighth	Female	12/12/2009	 
Carolina Wren (0234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Tenth	Female	07/31/2007	 
Jenny Jayhawk (0345678901)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	Third	Female	08/23/2014	 

Upcoming

- **DSNAP and CEP**
 - DSNAP file will be placed in each district's DM-FTP folder
 - Use Manual Authorization feature in DirectMatch

Match Options

PERSON ADDRESS

Match Option

Person ID

Upload File

Individual Match

Manual Authorization

State ID

1234567890

Reset

Match



2021-2022 eScholar StaffID

eScholar StaffID

- Submit new hires to eScholar StaffID for ID assignment
 - Export a file from your local system
 - Submit file to eScholar StaffID
 - Download the IDs
 - Import into your local system
 - See the [2021-2022 Benchmark and EdLink Snapshot Calendar](#) for submission deadlines
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

Staff EOY deadline: August 26 (snapshot end date)

EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2021-2022 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061
- Audit Code = 011

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

Solution:

Submit the person to eScholar StaffID for the 2021-2022 school year (ESSY = 2022).

EdLink tables sync with eScholar at about 5 pm (CST).

- *All eScholar updates must be made BEFORE 5 pm.*

Retire/Split a StaffID

A StaffID is retired because an employee has more than 1 StaffID

- Complete the [Staff RetireID template](#) and email it to Anantha.Lakkakula@la.gov

A StaffID is split because it is shared between staffs

- Complete the [Staff SplitID template](#) and email it to Anantha.Lakkakula@la.gov

LEAs must update the active StaffID in:

- Your local system
- All LDOE data systems that use the StaffID for that employee

Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (312) 626-6799
- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
 - **Thursday, March 3** See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

eScholar Systems

Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	<ul style="list-style-type: none"> • Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • User Access and Role Based Questions • Enhancements
Jayanthi.Sothirajah@LA.GOV Wanggan.Yang@LA.GOV	<ul style="list-style-type: none"> • SecureID, DirectMatch or StaffID support • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar credentials or assistance providing their staff with eScholar systems access
support@escholar.com	<ul style="list-style-type: none"> • eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	<ul style="list-style-type: none"> • System access for new users • Assistance with your eScholar login/password
Visit escholar support page	<ul style="list-style-type: none"> • User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER) & EdLink LEAP 2025 Assessment Data & Snapshot: Bernetta.Sims@la.gov
- EdLink Student data submissions & snapshots, Dropout Corrections: Tara.Baylot@la.gov
- Student Transcript System (STS) and EdLink transcript/IBC data submissions: SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR) and EdLink Staff data submissions: SystemSupport@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- 2021-2022 System Enhancements: Kaylie.Loupe@la.gov
- Sponsor Site System (SPS): Anantha.Lakkakula@la.gov
- EdLink Security for Dashboard Access and Other EdLink360 Issues: edLink360@la.gov
- PowerSchool sFTP Credentials and Whitelisting Requests: [LDOE LEA Support@powerschool.com](mailto:LDOE_LEA_Support@powerschool.com)
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Data Management FTP Updates and support wen.fan@la.gov or LDEdata@la.gov